

PROCESS AND REQUIREMENTS

RENEWAL for existing organizations that want to be renewed for the next school year.

Requirements needed to submit:

- ✓ Constitution and by laws, duly ratified, including changes, if any.
- ✓ Letter of inten;
- ✓ Complete list of officers, duly elected;
- ✓ Complete list of members.
- ✓ Officially list of advisors, consultants
- ✓ Statement of vision, mission, and objectives, including changes, if any.
- ✓ Semester's annual calendar of activities and program of expenditures;
- ✓ Endorsement letter from the dean, chairperson for academic student organization or from mother-based organizations for non-academic student organizations.
- ✓ Semester/Annual accomplishment report,
- ✓ Financial statements of the immediate preceding school year.

Upon full and satisfactory compliance with all the necessary requirements, SAO will issue a certificate of renewal specifying the approval, name of the organization, and validity period.

Letter of Explanation for Violations

Purpose: To explain a violation such as improper attire, no ID, or misconduct.

Requirements:

- Addressed to:
 - Mr. Francis Jose Lean L. Abataya
 - SAO Director – University of Cebu, Banilad
- Must include:
 - Reason for the violation
 - Apology and acknowledgment of the mistake
 - Assurance to follow school rules moving forward
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- Submit the letter to SAO staff and sign the violation logbook.
- Wait for the approval and notification for ID release or resolution.

Sample Letter

December 21, 2025

MR. FRANCIS JOSE LEAN L. ABATAYA

Student Affairs Director
University of Cebu – Banilad

Dear **Mr. Abataya**,

I am writing this letter to formally explain the reason behind the confiscation of my school ID. The incident occurred when I failed to wear the proper school uniform as required by university policy. I fully acknowledge that this action was a violation of the university's rules and regulations, and I understand the consequences that followed, including the confiscation of my ID.

I sincerely apologize for my behavior and take full responsibility for my actions. I understand the importance of observing school policies and the role they play in maintaining discipline and order within the campus.

Moving forward, I assure you that I will strictly comply with all university rules and regulations to avoid any future violations. I am committed to being a more responsible and disciplined student of the University of Cebu.

Thank you for your understanding and consideration regarding this matter.

Sincerely yours,



Karen T. Albarico
Student

Confiscated ID Retrieval

Reason for confiscation: Uniform violations, improper behavior, etc.

Steps:

1. Visit the SAO to verify the reason for confiscation.
 2. Submit your Letter of Explanation (see Sample Letter Above).
 3. Once approved, sign the logbook to acknowledge ID retrieval.
- Repeat offenses may lead to suspension or further disciplinary actions.

Uniform Exemption Application

Who can apply: Working students with valid employment

Steps:

1. Secure an application form from the SAO.
2. Submit the following:
 - Certificate of Employment (COE) with official company letterhead
 - Complete name and contact number of your Manager/Team Leader
 - Work schedule or valid company ID
3. Wait for verification (SAO will contact your employer).
4. Once verified, pay ₱40 at the Cashier (Accounting Office).
5. Submit the official receipt to the SAO.
6. Your school ID will be released with a uniform exemption label.

Expanded List of Student Violations**A. Uniform and Appearance Violations**

Failure to wear the prescribed school uniform
Wearing incomplete or improper uniform
Wearing civilian clothes without authorization
Wearing inappropriate attire (e.g., crop tops, ripped jeans, short skirts/shorts, sleeveless tops)
Wearing slippers or sandals on campus (if not part of medical exception)

B. ID and Access Violations

Not wearing or presenting student ID on campus
Lending ID to another student or person
Using a tampered or fake ID
Refusal to present ID when requested by school personnel
Entering restricted areas without proper authorization

C. Behavioral Violations

Loitering during class hours
Disrupting classes or school events
Disrespecting faculty, staff, or fellow students
Use of profane or offensive language
Bullying, harassment, or intimidation
Engaging in physical altercations or fights
Insubordination or refusal to follow instructions

D. Academic Violations

Cheating during quizzes, exams, or assignments
Plagiarism or unauthorized use of others' work
Forgery or falsification of academic documents
Tampering with official records

E. Campus Conduct Violations

Smoking or vaping within school premises
Bringing or consuming alcoholic beverages on campus
Possession or use of illegal drugs or substances
Possession of weapons or dangerous items
Gambling within school premises
Unauthorized selling or soliciting of products

F. Property and Facility Violations

Vandalism or destruction of school property
Theft or unauthorized possession of property
Littering or improper waste disposal
Misuse of laboratory, library, or computer equipment
Tampering with fire alarms, extinguishers, or security systems

Lost and Found Process

If you lost an item:

1. Visit the SAO and provide a description of the lost item.
2. Verify ownership (e.g., ID, proof, or description).
3. Present your school ID for confirmation.
4. Sign the Lost and Found logbook to claim the item.

If you found an item:

1. Surrender the item to SAO staff.
2. Provide information on where and when it was found.
3. SAO will record and secure the item for retrieval.

You may be asked to sign a form or logbook to confirm that you surrendered the item voluntarily.

Filing a Student Concerns or Reports

Purpose: For complaints, bullying reports, or incident concerns.

Process:

1. Visit the SAO and request a Student Concern Form.
2. Fill out the form with:
 - Date, time, and details of the incident
 - Names of involved parties
 - Supporting evidence (if available)
3. Submit to the SAO staff or Guidance Counselor.

4.The office may conduct interviews, mediation, or formal investigation.

Contact SAO Office

Visit us at the Student Affairs Office, UC Banilad Campus

Address: Banilad , Cebu City, Philippines

Email: sao.banilad@uc.edu.ph

Office Hours: 8:00 AM – 5:00 PM (Mon–Fri)

Student Disciplinary Hearing Process

What happens if I'm called for a disciplinary case?

1. You'll receive a Notice of Hearing from the SAO.
2. You must attend the scheduled hearing.
3. You'll be given a chance to explain your side.
4. A decision will be made based on school policies.
- 5 .Possible outcomes: warning, suspension, or other sanctions depending on the case.

Borrowing Equipment or Materials from SAO (chairs, speakers, microphone etc.)

Requirements & Steps:

1. Request Form

Secure and fill out the SAO Equipment Borrowing Form at least 3 days before your event or activity.

2. Details to Include:

- Letter Address to Mr. Abataya
- Item(s) to borrow (e.g., chairs, microphone, sound system, ball, projector)
- Purpose and event details
- Date and time of borrowing and return
- Signature of adviser (if part of a student organization)

3.Approval

Submit the form to the SAO for approval. Wait for confirmation.

3. Pick-Up

Present your student ID during item release. Sign the logbook for accountability.

4. Return Items on Time

Return all items in good condition and on the agreed schedule. Late or damaged returns may result in penalties or temporary suspension of borrowing privileges.

ID Replacement Process

1. Report the loss to the SAO immediately.

2. Secure an Affidavit of Loss from a notary public.

3. Pay the ID replacement fee at the cashier.

4. Submit the following to SAO:

- Affidavit of Loss (original + photocopy)
- Official Receipt
- One (1) 1x1 ID picture (if required)

5. Wait for confirmation. Your new ID will be released by the SAO within 3–5 working days.

Library Materials Borrowing

Steps:

1. Present your student ID to the library staff for borrowing privileges.
2. Fill out the Borrower's Logbook with the details of the materials.
3. Borrowed materials can be checked out for a period of 1–2 weeks, depending on the item.
4. Ensure that borrowed items are returned by the due date to avoid penalties.

How to Submit a Letter

- Click the navigation on the upper left side
- Click the submission icon
- Upload the file
- Wait for the SAO's response